

Job Description

Title: Clarke Community Initiative Facilitator

Reports to: Executive Director of Activities, Athletics and External Affairs

General Summary: Originally due to a generous donation by the Clarke family, the Clarke Community Initiative Facilitator position was created. This person is responsible for designing, managing, coordinating, and maintaining partnerships with community, business, non-profit, and faith-based organizations. Through the fostering of these relationships, this person is responsible for organizing the time, talent, and financial resources available to our schools with emphasis on our highest poverty schools and our students in most need. The CCI Facilitator works throughout the district coordinating services with both district and building administration.

Essential Functions:

1. Manages and coordinates with district and building administration methods for establishing systemic programming to address needs.
 - a. Serves as project manager to design, manage, and coordinate implementation of community initiatives.
 - b. Coordinates with the district Grant Writer to manage grant writing and fund development activities.
2. Designs, manages, and coordinates the MPS Family Support initiatives and related programs.
 - a. Management and oversight of all Family Fund (and related funds) activities.
 - b. Coordination of services with principals, school social workers, school counselors and others as appropriate.
 - c. Develops, manages and coordinates with community partners new Family Support opportunities.
 - d. Designs, manages, and oversees fund development activities in coordination with the district Grant Writer
3. Creates and maintains relationships with the Millard business community and serves as the district liaison to the Millard Business Association.
 - a. Cultivates relationships with Legacy Donor prospects.
 - b. Builds relationships with MBA for the advancement of services for students.
 - c. Works directly with Project Wee Care.
4. Develops relationships and coordinates with service and community organizations in the attainment of time, talent, and financial resources for students.
 - a. Represents the school district on Boys and Girls Club Millard Advisory.
 - b. Represents the school district at Douglas Co. Community Response Collaborative.
 - c. Represents the district at other community opportunities, programs, summits, and panels as appropriate.
5. Plan, coordinate, and successfully launch fatherhood initiatives throughout the district as appropriate.
 - a. Works with the principal to hire building coordinators.
 - b. Creates and facilitates training.
 - c. Coordinates background checks of volunteers.
 - d. Coordinates with the district Mentoring Specialist.

6. Creates and maintains relationships with the Millard faith community and facilitates the Interfaith Advisory.
7. Works closely with the Assistant Superintendent for Leadership, Planning & Evaluation to help coordinate the Superintendent Service Advisory.
 - a. Develops leadership capacity within the group for coordination of services.
 - b. Maintain current points of contact for Advisory members.
 - c. Recruit new Advisory members.
8. Coordinates fund solicitation and communication between CCI and the development department of the Millard Public Schools Foundation. Work closely with the MPSF finance department to oversee all funds held at the Foundation including budgeting, distribution, and solicitation.
9. Participates in the Superintendent Business Advisory
10. Tracks and provides measurable data analysis in the area of time, talent and resource attainment.
11. Meets with CCI coordinating group on established timeline.
12. Performs other duties as assigned by supervisor.

Qualifications:

Education Level: Bachelor's Degree

Certification or Licensure: None required

Experience and Professional Qualifications desired:

- Experience with development, community service, and or non profit work.
- Proven success in securing volunteer and in-kind resources from business, community, and/or faith-based organizations
- Strong relational and interpersonal skills, poise and ability to work with the Millard Public Schools Community (students, parents, staff, and District Administrators), business and community leaders, and board members.
- Ability to execute and maintain relationships for directional impact on schools.
- Excellent verbal and written communication and organizational skills; have strong attention to detail, be goal and results oriented; and self-motivated.
- Ability to collaborate and maintain enthusiasm for hard work and the ability to interact with a diverse group of stakeholders.
- Demonstrate a commitment to the Millard Public Schools core values and mission.

Special Requirements:	Occasional 1-32%	Frequently 33-66%	Constant 67% +
1. Standing	X		
2. Walking	X		
3. Sitting		X	
4. Lifting <u>60</u> lb maximum	X		

5. Carrying <u>50</u> feet	X		
6. Pushing/pulling <u>70</u> lbs of force	X		
7. Climbing/Balancing	X		
8. Stooping/Kneeling/Crouching/Crawling	X		
9. Reaching/Handling	X		
10. Speaking/Hearing			X
11. Seeing/Depth Perception/Color	X		

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor or building principal as delegated by the Superintendent of Schools.

Employee Signature: _____
Date: _____

Supervisor Signature: _____
Date: _____

Millard Public Schools
February 2006